

## Pathways FAQs



### Am I eligible for Pathways Programs jobs?

*Internship Program positions are open to current students enrolled at least half-time in high school/GED, vocational, technical, undergraduate, graduate or professional programs.*

### Where can I find Pathways Programs jobs?

*You may search for Internship and Recent Graduates job opportunity announcements at <http://www.usajobs.gov/studentsandgrads>. Agencies are responsible for posting their Pathways job opportunity announcements. Whether agencies use the Pathways Programs to recruit, or to the extent to which they have positions available at any given time, is at the discretion of the agency. Internship and Recent Graduates job opportunities may not be immediately available, as agencies are in the process of establishing their Pathways Programs.*

### Do Pathways Programs jobs lead to permanent employment?

*Employment in a Pathways Program may lead to conversion to a permanent, competitive service position contingent upon meeting program requirements and the needs of the agency.*

### Are Pathways Programs jobs paid?

*Yes, the salary is listed within the job opportunity announcement. All compensation decisions are made by the hiring agency.*

### How do I apply to Pathways Programs jobs?

*You may search for Internship and Recent Graduates Job Opportunity Announcements (JOA) at <http://www.usajobs.gov/studentsandgrads>.*

## NATIONAL BENEFITS CENTER

The National Benefits Center (NBC) was originally established in 2001 as the Missouri Service Center (MSC), and shared a facility with the National Records Center. Its purpose was to process and adjudicate Legal Immigration Family Equity Act cases. In 2002, the NBC moved from its original location to its own facility in Lee's Summit, MO. In April, 2004, the NBC was designated as the central pre-processing facility for all immigration forms requiring a field office interview, and was re-named the National Benefits Center (NBC). The NBC opened its second site in Overland Park, KS in April 2013, and currently employs over 2,000 federal and contract employees.

The NBC's mission is to support the United States Citizenship and Immigration Service by:

- \* Providing the right immigration benefit
- \* ...to the right person
- \* ...in the right amount of time
- \* ...and ensure no ineligible person receives a benefit



U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
National Benefits Center



## Internship Program

This program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service.

Intern positions are found at [www.usajobs.gov](http://www.usajobs.gov). Additional information about the Internship Program can be found at [www.opm.gov](http://www.opm.gov)

### Eligibility

Students enrolled at least half time in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.

### Program Administration

- The Internship Program is primarily administered by each hiring agency.
- Agencies may hire Interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement.
- Interns may work either part- or full-time.
- Each agency must sign a Participant Agreement with the Intern that sets forth the expectations for the internship.
- Contact the individual agency for relocation information



### Program Completion and Conversion

Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program.

#### To be eligible for conversion, Interns must:

- Complete at least 640 hours of work experience acquired through the Internship Program
- Complete degree or certificate requirements
- Meet the qualification standards for the position to which the Intern will be converted
- Meet agency-specific requirements as specified in the Participant's Agreement, and
- Perform their job successfully

Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.

Pathways students are eligible to convert to a permanent position even if they have accepted a term position upon completion of the requirements.

## Recent Graduates Program

### Eligibility

- Recent graduates who have completed a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution, within the previous two years.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

### Training and Development

- Orientation program for Recent Graduates hired for the program.
- Mentorship throughout the program.
- Individual Development Plan to create and track Recent Graduates' career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the program.
- Positions offer opportunity for career advancement.

### After Program Completion

- Recent Graduates may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years).
- To be eligible for conversion, Recent Graduates must successfully complete at least 1-year of continuous service in addition to all requirements of the Program.
- Demonstrated successful job performance.
- Met the qualifications for the position to which the Recent Graduate will be converted.